

Admission Cancellation Process at NFSU

The student willing to cancel the admission needs to follow the following steps for cancellation and refund of the fees.

1. The student should contact the concerned Program Coordinator via email requesting the cancellation of the admission. The email ID of the program coordinator/respective school is already given in the email for the provisional admission sent to the student.
2. The program coordinator will send an application form to be filled in and signed by the student.
3. The student will send that duly filled and signed application form to the program coordinator along with the scanned copy of Payment Receipt and Bank Details for refund (scanned copy of the cancelled cheque or first page of bank passbook)
4. Once the application is received by the program coordinator, the application will be approved by the competent authority and the refund (as per the UGC guidelines for the academic year 2024-2025) will be processed.
5. The refund will be processed withing 10 working days after the receipt of the duly signed application for cancellation of admission from the student.
6. In case of further inquiry, the student needs to contact the Program Coordinator only via email.